

Mr. Nagumo  
December 14, 1942

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Effective immediately the following procedure in connection with the requisitioning of workers will be placed into effect.

All selection and assignment of workers will be made by the placement section pursuant to receipt of requisitions setting forth the necessary qualifications of workers from the various Division heads. In all cases, need for workers will be anticipated at least three days in advance to allow the placement office ample time to prepare the document and notify the worker. Recommendation of workers will be accepted along with requisitions; however, the person recommended may not receive the assignment, as persons who are registered with the placement office and have the necessary qualifications have the preference and will receive the assignment.

In no case will the employing of workers be permitted by the Division heads or any of the Evacuee Supervisors within their divisions, and neither will any assignment document be dated retroactive. Requisitions not approved by the Division heads will not be honored by the Placement office.

To also enable the Finance office to close monthly pay rolls no assignment or transfer of workers will be made between the 28th and last day of each month.

It will be the responsibility of all concerned with the requisitioning of worker to comply with this procedure thereby preventing any misunderstanding between workers and placement office and also prevent workers from working without pay.

*W. B. Macfarlane*  
(Signed) W. B. Macfarlane  
Placement Officer

*J. Carroll*  
(Signed) J. Carroll  
Chief of Housing & Employment

*Guy Robertson*  
Approved Guy Robertson  
Project Director